

**CA-PMM****Project Name:** Vehicle Financial Responsibility (VFR) - DMV Implem**OCIO Project #:** 2740-187**Department:** Motor Vehicles**Reporting Period:** From: To:**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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## Team Member to Project Manager


**CA-PMM****Project Name:** Vehicle Financial Responsibility (VFR) - DMV Implementation**OCIO Project #:** 2740-187**Department:** Motor Vehicles**Reporting Period:** From: 10/1/09 To: 10/31/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Programming to implement legislation	End of build phase and beginning of test phase slipped	Revised schedule; continue to monitor schedule
2. Were any key milestones or deliverables rescheduled?	Yes	Delay in unit/integration testing for automated telephone solution	Automated telephone solution deployment delayed until December	Develop communication strategies to alert customers to available service options
3. Was work done that was not planned?	No	N/A	N/A	N/A
4. Were there any changes to scope?	No	N/A	N/A	N/A
5. Were tasks added that were not originally estimated?	No	N/A	N/A	N/A
6. Were any tasks or milestones removed?	No	N/A	N/A	N/A
7. Were any scheduled tasks not started?	Yes	Furloughs and programming supporting legislation	A 48-day delay in the project	Revised schedule to account for delayed activities
8. Are there any new major issues?	Yes	Delay in unit/integration testing for automated telephone solution	Deployment delayed until December	Develop communication strategies to alert customers to available service options
9. Are there any staffing problems?	Yes	Furloughs	Schedule slip	Received formal approval for Self Directed Furloughs

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## Project Manager to Sponsor

### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Furloughs and legislation forced a 48-day delay in the project	Revised schedule to account for delayed activities
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Furloughs and legislation forced a 48-day delay in the project	Revised schedule to account for delayed activities
3. Is there any unplanned work that needs to be done?	No	N/A	N/A
4. Are there any expected or recommended changes to scope?	No	N/A	N/A
5. Are there any tasks not originally estimated that will need to be added?	No	N/A	N/A
6. Are there any tasks or milestones that should be removed from the plan?	No	N/A	N/A
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Furloughs and legislation forced a 48-day delay in the project	Revised schedule to account for delayed activities
8. Are any major new issues foreseeable?	No	N/A	N/A
9. Are any staffing problems anticipated?	No	N/A	N/A

#### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Build Tasks for Program Defects identified in Testing, Integration Testing with another End-to-End run, Corrected Programs Migrated to System Test Environment

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## Project Manager to Sponsor

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
System Test Results Report	9/1/09	11/12/09	Delayed	Furloughs and mandated fee changes extended implementation 48 days	
User Acceptance Results Report	9/1/09	11/12/09	Delayed	Furloughs and mandated fee changes extended implementation 48 days	
System Fully Migrated	9/29/09	11/16/09	Delayed	Furloughs and mandated fee changes extended implementation 48 days	
Training Complete	9/25/09	11/12/09	Delayed	Furloughs and mandated fee changes extended implementation 48 days	
Success Load to Production Environment	9/27/09	11/16/09	Delayed	Furloughs and mandated fee changes extended implementation 48 days	
System Up and Running	9/29/09	11/16/09	Delayed	Furloughs and mandated fee changes extended implementation 48 days	

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## Project Manager to Sponsor

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			x	Revised implementation date due to Furlough Program places the schedule variance at 10.26% which will be addressed in the Post Implementation Evaluation Report.
Milestones		x		Directly related to schedule impacts from furlough and mandated fee changes. Continue to monitor to insure no further slippage.
Deliverables			x	Delay in deployment of automated phone solution will not delay 11/16/09 implementation of primary functions. Continue to monitor.
Resources	x			
Onetime Cost	x			
Continuing Cost	x			

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## Sponsor to Executive Committee

### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
System Test Results Report	9/1/09	11/12/09	Delayed	Furloughs and mandated fee changes extended implementation 48 days	
User Acceptance Results Report	9/1/09	11/12/09	Delayed	Furloughs and mandated fee changes extended implementation 48 days	
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### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

\* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			x	Revised implementation date due to furlough program places the schedule variance at 10.26% which will be addressed in the Post Implementation Evaluation Report.
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Resources	x			
One Time Cost	x			
Continuing Cost	x			



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### Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	2 Red	
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	1 Yellow	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	
	Partial alignment	1		
	Weak or no alignment	2		

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9. Value-to-Business	Strong	0	0	Green	
	Medium	1			
	Weak	2			
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	Red	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Red	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>7</b>	<b>G</b>	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale

The vendor that was awarded the web services project is the same vendor that currently administers the Vehicle Registration Financial Responsibility Program for California DMV and is familiar with the programs and functions required for this project. The vendor has multiple web services applications in production with other clients that are of similar complexity and deployed in similar type environments. The vendor that was awarded the automated telephone system solution has previously worked with the department providing similar automated applications.